

EXEMPT TRANSACTION RETURN FORM

Return Template for Exempt Sales

TAX PERIOD / YEAR

DATE OF FILING

1. TAXPAYER INFORMATION

TAXPAYER NAME / BUSINESS NAME

TAX IDENTIFICATION NUMBER (TIN)

STREET ADDRESS

CITY / STATE / ZIP

EMAIL / PHONE

2. SCHEDULE OF EXEMPT SALES / TRANSACTIONS

#	TRANSACTION DATE	INVOICE NUMBER	PURCHASER NAME	EXEMPTION CERTIFICATE NO.	REASON CODE	AMOUNT
1						
2						
3						
4						
5						
6						
TOTAL EXEMPT SALES						

3. CERTIFICATION & AUTHORIZATION

I hereby declare, under penalty of perjury, that the transactions listed above were sold to qualified buyers exempt from sales and use tax, that valid exemption certificates are held on file for all listed transactions, and that the information provided on this return is true, correct, and complete to the best of my knowledge.

AUTHORIZED SIGNATURE

TITLE

DATE